



JOIN THE  
**FASTEST  
GROWING BANK**

## **SENIOR BANKING ASSISTANT – PROCESS CONTROL OPERATIONS**

### **Key Responsibilities:**

- Daily reconciliation of Credit/Debit Cards General Ledger (GL)
- Reconciliation of VISA Point of Sale (POS), Automated Teller Machine (ATM) and the General Ledger (GL)
- Preparing VISA settlement entries with Edit Package (EP) files on a daily basis
- Preparing Fuel Customer Reversal Entries/Debit Entries
- Preparing Credit Card Balance Confirmation letters and Travel Insurance Letters
- Balancing of Credit /Debit Cards General Ledger (GL), payable and other accounts and preparing month-end exhibits for VISA Credit Cards
- Preparing settlements for local/international VISA transactions
- Preparing VISA Credit Card LKR & USD entries

### **Requirements :**

- Should possess at least 3 - 4 years' experience in a Bank
- Should possess a full/part qualification in Banking or a relevant professional qualification
- Must have the ability to multi-task and work in a challenging environment independently with minimal supervision
- Excellent interpersonal and communication skills
- Committed to achieving individual and team goals
- Fair knowledge of MS Excel

### **Rewards:**

An attractive remuneration package available for the right candidate with the staff loans benefits at concessionary interest rates.

Applications should be forwarded via email to [jobs@unionb.com](mailto:jobs@unionb.com) with names of two non-related referees on or before **20<sup>th</sup> October 2021**. The email subject line must state "**Senior Banking Assistant – Process Control Operations**". All applications will be treated with strict confidence.

*\*Please note applications without the stated subject line will not be taken into consideration. We will only correspond with the shortlisted applicants.*



**UNION BANK**